



Queensland
Government

GUIDELINES FOR SHADE FUNDING 2013/14

What is the SunSmart Grants Scheme?

The SunSmart Grants Scheme is an initiative developed by Cancer Council Queensland and the Department of Health to assist organisations who have limited funds to work towards sun safety. The scheme provides grants for not-for-profit community based organisations and schools, whose primary focus group is children aged 0-17 years, to help them improve sun protection measures and promote sun safe behaviour. The scheme aims to support the prevention of skin cancer through the provision of support for the sustainable implementation of the organisation's sun protection policy.

Who can apply?

Queensland not-for-profit community based organisations and schools that cater specifically for children up to the age of 17 will be eligible to apply. This includes early childhood centres, outside school hours care, youth community groups (e.g. Scouts and Girl Guides) and primary and secondary schools.

Who is not eligible?

Private organisations, sporting clubs including Surf Life Saving Clubs and workplaces. Also, any organisation who was a recipient of funding from the 2011 or 2012 SunSmart Grants Scheme. Any organisation that provides a service exclusively to people aged 18 years and over.

What is the value of a SunSmart Grant?

The amount of the grant will be 50 per cent of the total cost of the project, up to a maximum of \$2,500. Grant funds must be spent on the item agreed to by the judging panel. The grant amount is GST inclusive and any GST implications become the responsibility of the funded organisation.

Application guidelines

- Applications to be submitted via the SunSmart Grants Scheme online application form and completed in full with supporting documentation. Any application that is late or incomplete will not be considered.
- One application per organisation.
- Funding will only be provided to Queensland not-for-profit community based organisations and schools that care for **children aged 0 – 17 years**.
- Organisations can apply for the grant to assist with purchasing one new shade item a) permanent shade cloth (eg. shade sail) or b) portable shade structure (marquee kit).
- The amount of the grant will be 50 per cent of the total cost of the project, up to a maximum of \$2,500. Grant funds must be spent on the agreed item as chosen in Part C and approved by the judging panel. The grant amount is GST inclusive and any GST implications become the responsibility of the funded organisation.
- Applications will not be accepted for items already purchased. The program will not support retrospective funding and purchase of the item must not be undertaken prior to notification of approval. The grant will not fund branding or screen printing, council approval, delivery/freight costs or wages. Notification of payment arrangements will follow final approval.
- Where applicable, grant recipients erecting shade cloth (eg. shade sails) must seek and comply with relevant council regulations. All items purchased using grant funds become the property of the funded organisation, and ongoing maintenance becomes the responsibility of that organisation.
- All organisations applying for the SunSmart Grants Scheme are required to have a current sun protection policy and must meet Cancer Council Queensland's minimum SunSmart criteria.
- By completing and submitting an application form for the SunSmart Grants Scheme, you as the organisational representative agree for your organisation to be registered to Cancer Council Queensland's free QUEST program to demonstrate your ongoing commitment to sun protection.
- By completing and submitting the online application form for the SunSmart Grants Scheme, you as the organisational representative agree to participate in the evaluation process.
- Projects must be completed by Monday, June 30, 2014. No extensions will be granted. If the project will not be completed by this time for any reason, Cancer Council Queensland must be notified immediately.

What you need to apply?

Complete the SunSmart Grants Scheme online application form (all sections from Part A through to Part F) and attach all mandatory supporting documentation including:-

- Sun protection policy
- Diagram or picture of where shade will be located
- Certificate of incorporation or registration for not-for-profit, or if a school, a letter of support from the Principal.

- Two supplier quotes (the following criteria must be clearly indicated on your quotes)

Item	Criteria
Shade	<p>Permanent - shade cloth (eg. shade sails)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ultraviolet protection factor (UPF) 50+ <input type="checkbox"/> If there's no UPF rating look for a protection rating close to 100% <input type="checkbox"/> Shade made from closely woven or dense material <input type="checkbox"/> Shade made from material that is a darker colour <input type="checkbox"/> Minimum 3-year warranty <p>Portable - marquee kits</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marquee canopies are UPF50+ <input type="checkbox"/> Marquees have a minimum 3-year warranty

How will the applications be assessed?

The judging panel will give preference to the applicants who can demonstrate the following:

- A definite need for the funds and that a large percentage of people from each organisation will benefit. Those from disadvantaged areas will be given priority.
- Other strategies that support the prevention of skin cancer are in place (e.g. the shade structure will be part of a multi-strategy sun protection approach within the organisation).
- An active sun protection policy is available. For support developing a policy please contact sunsmartapplications@cancerqld.org.au.
- Justification that adequate funds are available to support the remainder of the project funding.
- A clear commitment to completing the project within the allocated time frame.

What happens if you are successful?

A letter of offer will be sent to all successful applicants outlining the basis of the offer and the obligations of the organisation accepting funding. Shade items purchased as a result of funding assistance become the property of the funded organisation. The maintenance and correct use of these items become the responsibility of that organisation. As a condition of receiving the grants, successful organisations will be contacted by Cancer Council Queensland to participate in an evaluation process.

Enquiries

If you have any questions about the SunSmart Grants Scheme, please email sunsmartapplications@cancerqld.org.au or call the Cancer Council Helpline on 13 11 20.

How to apply for the SunSmart Grants Scheme?

Applications for the 2013/14 SunSmart Grants Program **open Monday, November 18, 2013** and will **close on Friday, February 28, 2014**. Applications need to be completed in full at the one time (you will not be able to save and continue at a later time). Applications will not be eligible if they are not received by this date. No extensions.

The online application form must be completed in full with supporting attachment by Friday, February 28, 2014.

Click here to apply for the [2013/14 SunSmart Grants Scheme](#)